

(To be filled up by Applicant)

In accordance with the existing rules and regulations of Metro Cebu Water District, I would like to enter a WATER SERVICE CONTRACT with the said district for a water service connection. I hereby agree to conform to the rules and regulations of the District which are now in force and effect as which maybe enforced hereafter.

Signature Over Printed Name Address (Applicant)

I hereby authorize to make a sub-connection to my service line under Code No. Account. No. and Water Service No. However, I expressly reserve the right to have the Water District disconnect the same at my instance upon written request.

Signature Over Printed Name Address (Owner of Original Line)

I agree to the above conditions.

Signature Over Printed Name Address (Applicant)

That I own the building/house where said water service is desired and I hereby voluntarily bind myself to be bound by the terms and conditions of the water service contract. Further, as building owner, I guarantee full payment of water bills and all the other accounts incurred in connection herewith upon default of payment of the above consumer.

Signature Over Printed Name Address (House Owner)

That I own the lot where the house/building to be served is erected and interpose no objection of the service/supply line or laying of pipes from the mainline passing through my property.

Signature Over Printed Name Address (Lot Owner)

CERTIFICATION

To Whom It May Concern:

This is to certify that the piping layout from the meter up to my building/residence is already completed and done in accordance with MCWD prescribed standard.

Signature Over Printed Name (Applicant) Date

Done By:

Signature Over Printed Name (Private Plumber) Address: Tel. No.

(To be filled up by Applicant)

Corporate Account: Corporate Name Trade Name

Location Address: (Water Connection to be Installed)

Unit/Bldg. No. Village Street / Subdivision Street Village / Subdivision City Street / Municipal Street Sitio Barangay City / Municipality

Corporate Address:

Unit/Bldg. No. Village Street / Subdivision Street Village / Subdivision City Street / Municipal Street Sitio Barangay City / Municipality Zip Code

Contact Number:

Telephone Number Mobile Phone Number

Authorized Representative:

Surname First Name MI Position Nature of Business Email Address

Marital Status: Single Married Widowed

Name of Spouse:

Building and Lot: Owned Mortgaged Rented

If Rented: House and Lot Owner

Occupant's Name



Metropolitan Cebu Water District

Cor. Magallanes - Lapulapu Sts., Cebu City Tel. Nos. 254-8434 TO 39 Website: www.mcwd.gov.ph

APPLICATION FORM

For Water Service Connection

(To be filled up by Applicant)

Residential Account:

Surname First Name Middle Name

Location Address: (Water Connection to be Installed)

House No. Village Street / Subdivision Street Village / Subdivision City Street / Municipal Street Sitio Barangay City / Municipality Zip Code

Home Address:

House No. Village Street / Subdivision Street Village / Subdivision City Street / Municipal Street Sitio Barangay City / Municipality Zip Code

Contact Number:

Telephone Number Mobile Phone Number

Occupation:

Position Business / Office Address Business/Office Telephone No. Email Address

Marital Status: Single Married Widowed

Name of Spouse:

House and Lot: Owned Mortgaged Rented

If Rented: House and Lot Owner

Occupant's Name

No. of Occupants:

(To be filled up by Applicant)

SKETCH OF LOCATION

(Please use separate sheet if needed)

Document Requirements

New Application :

- Two (2) Photocopies of Land Title / Land Tax Declaration
- Two (2) Photocopies of House / Building Tax Declaration / Building Permit
- One (1) Photocopy of Valid ID (Company, Voters, SSS, Postal, etc.) / House Owner & Lot Owner

- Waiver Form - In Lieu of No. 1 & 2
- For Corporation – One(1) copy of Board Resolution / Secretary's Certificate
- One(1) Photocopy of Lease Contract / Deed of Sale

Transfer of Water Meter / Reopening of Permanently Inactive Connection :

- Bill of previous connection
- Sketch of location

Change of Account Name :

If Change of Account Name Due to :

1. Newly acquired / bought properties

- Deed of Assignment Form (Duly Notarized)
- One (1) Photocopy of Absolute Deed of Sale
- One (1) Photocopy of Valid ID / Registered Consumer
- Affidavit of Waiver & Undertaking

2. Registered consumer is already deceased

- One (1) Photocopy of Death Certificate of Deceased Consumer
- One (1) Photocopy of Valid ID
- Others: _____

3. Corporation

- Deed of Assignment Form (Duly Notarized)
- One (1) Photocopy of Board Resolution (Optional)
- Secretary's Certificate
- One (1) Photocopy of Valid ID / Registered Consumer

(For MCWD Use Only)

Date of Application: _____
 Name: _____
 Acct. No. _____
 W/S No. _____
 Owner of Original Line: _____

Type of Application :

- Opening
- Sub-Connection
- Separate Connection
- Change of Account Name
- Reo / CCN
- Transfer Tapping
- Transfer of Location
- Others : _____

Routing :

	Date/Time	Signature
▪ Application for Inspection	_____	_____
▪ Preliminary Inspection	_____	_____
▪ Checking of Requirements	_____	_____
▪ Final Inspection	_____	_____
▪ Payment	_____	_____
▪ Processing of Job Orders	_____	_____
▪ Job order with WSPI Division Manager	_____	_____
▪ Job Order with I & D Division Manager	_____	_____
▪ Job Order with SCID Department Manager	_____	_____
▪ Materials Requisition with MMD Manager	_____	_____
▪ Withdrawal of Materials and Fittings	_____	_____
▪ Job Order and Materials with Plumbers	_____	_____
▪ Job Order Accomplished	_____	_____
○ Plumber	_____	_____
○ Date of Installation	_____	_____
▪ Encoding of Accomplished Job Order	_____	_____
▪ Plotting in GIS Map	_____	_____

(For MCWD Use Only)

Estimated Bill of Materials

Materials	Size	Qty.
Water Meter	_____	_____
Angle Valve	_____	_____
Meter Union	_____	_____
Meter Union Gasket	_____	_____
Elbow Reducer	_____	_____
Tape Teflon	_____	_____
Bushing	_____	_____
St. Elbow	_____	_____
GI Elbow	_____	_____
GI Tee	_____	_____
GI Nipple	_____	_____
Others:	_____	_____
_____	_____	_____
_____	_____	_____

To be tapped at the main line along _____
 excavated _____ . Condition of road to be
 _____ meter(s) _____ lineal meters.

Service Connection Inspectors:

ALGER COMENDADOR
Central Area

RAYMUNDO MANAYON
North Area

CERDJEI JACA
South Area

(MCWD Copy)

WATER SERVICE UNDERTAKING

I, _____, Filipino, of legal age, single / married and a resident of _____, hereby agree, undertake and stipulate to the Metropolitan Cebu Water District (MCWD), the following terms and conditions:

1. Upon application for water service connection, I shall pay the necessary fees and charges, plus an amount of guarantee deposit which may be applied to my unpaid dues upon permanent disconnection.
2. If I am not the owner of the property where the water service connection is to be installed, it is my responsibility to secure the written consent of the owner of such tenement or premises. Should I fail to secure their written consent, I shall execute the necessary waiver in favor of MCWD.
3. The installation of pipes and laterals after the water meter stand, as well as its maintenance and repairs, shall be my sole responsibility. For that, I hold MCWD free from liability for any contamination caused or occasioned by my failure to comply with the provisions on pipe and fixture maintenance.
4. Based on MCWD's schedule of rates, I shall pay a monthly water service fee for the consumption of water as billed and / or registered in the water meter. Any delay in the payment of water fees or the commission of illegal activities shall make me liable for late charges, interests, fines and penalties.
5. Should I fail to pay the water fees and other charges for two (2) consecutive months as billed, MCWD shall have the right to disconnect my water service connection without any prior notice.
6. Failure to receive a water bill or collection notice does not relieve me of my obligation to pay the water fees. Likewise, it does not forfeit the right of MCWD to disconnect the water connection.
7. For purposes of inspection on in-house laterals or illegal connections, I shall permit authorized MCWD employees to enter my premises at a reasonable time of the day.
8. I shall hold MCWD free from any liability for damages arising from water service interruption due to causes which are beyond its control, or from maintenance work done to its facility.
9. I hereby acknowledge that the water service is non-transferable. In the event that I sell, lease, or otherwise transfer the ownership or right over the house, tenement or premises where the water service line has been installed, I shall promptly notify MCWD of such fact. Failure to give a written notice shall make me liable for the payment of water bills and other charges or interests including fines and penalties for illegal acts committed on the same connection.
10. For all these, I agree and bind myself to observe and comply with all pertinent rules and regulations of MCWD including those that may be promulgated hereafter.

IN WITNESS WHEREOF, I hereby affix my signature on _____
 at Cebu City, Philippines.

 Applicant
 (Signature over printed name)

SUBSCRIBED AND SWORN to before me on _____ at Cebu City, Philippines with (Applicant's Name) exhibiting to me his Community Tax Certificate No. _____

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 201____.